

# Cutler MAIL HANDLING EQUIPMENT

MAIL CHUTES  
MAIL BOXES  
LOCK TYPE LETTER BOXES  
MAIL ROOM EQUIPMENT



THE CUTLER  
MAILING SYSTEM  
since 1883...  
the  
standard of  
excellence

**Cutler mail chute company**

ROCHESTER 7, NEW YORK

a subsidiary of The Federal Equipment Co. / Carlisle, Pa.



# why Cutler is the first name in mail chutes . . .

Since 1883, when the world's first mail chute was installed in Rochester, N. Y., the Cutler Mail Chute Company has continued to emphasize highest uniform quality. In 1958, the company became a subsidiary of The Federal Equipment Company, Carlisle, Pa. (incorporated in 1907), manufacturers of lock-type letter boxes and mail handling equipment. The entire organization of this progressive company is concentrated on the production of only one type of product: Mail handling equipment.

All Cutler products conform to Post Office Department Rules, Regulations and Specifications; and the vast experience of Cutler engineers and designers assures that each installation will meet exactly the requirements of any particular job.

## types of buildings

Cutler mail handling equipment is found in all types of modern buildings including:

- Office buildings
- Hospitals
- Hotels
- Apartments
- Dormitories
- Nurses homes
- Public buildings
- Motels
- Y.M.C.A. buildings
- and others

In addition to these large buildings, many smaller apartment houses and buildings are today using Cutler equipment to realize actual savings in reducing elevator operation and conserving employees' time. Moreover, the appearance of Cutler equipment in any lobby not only adds to its appearance, but also indicates a progressive, modern building of quality construction.

## U.S. Post Office Department regulations

Every contract is subject to approval by the local Postmaster and governed by Post Office Department regulations as stated in "Mailing Chute Rules, Regulations and Specifications," excerpts from Chapter 1, Postal Manual dated May 1956.

After the chute and box are installed and accepted for service, the Postmaster provides a Government Lock for the mail box and thereafter the entire equipment is under the "exclusive care and custody of the Post Office Department." Letters deposited are legally mailed.

In connection with every Cutler Mail Chute contract, we furnish to the owner a bond guaranteeing that the construction and installation of the equipment, including the mail box, is in accordance with the rules, regulations and specifications of the Post Office Department, and guaranteeing to remedy any defect within three years.

Copies of the regulations relating to mail chutes will be furnished on request. We suggest that where there is any question as to the arrangement of the work, architects consult us before drawings are completed.



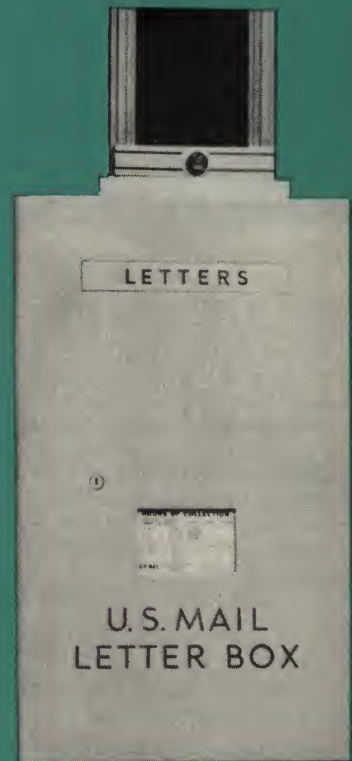
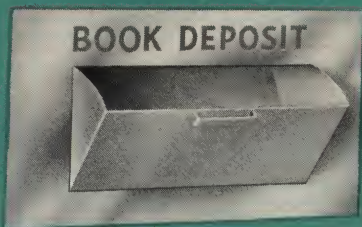
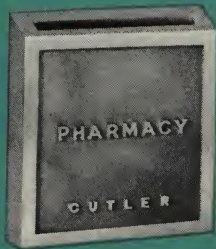


## ADVANTAGES OF SPECIFYING AND BUYING

# Cutler MAIL HANDLING EQUIPMENT

... no other chutes and letter boxes are comparable in design, quality, construction, performance

- Experience in solving mail handling problems since 1883
- Engineering Service—the only complete engineering service for this type of product
- Highest Quality materials and Superior workmanship pay off in extra years of service
- Matching or harmonizing finishes
- Complete representation in all major marketing areas
- Full Guarantee of all equipment
- Construction Technicians constantly "on the road" throughout the U.S.
- Complete facilities for manufacturing component parts
- Leasing of equipment is possible only from Cutler
- Factory service



## Use Cutler planning service

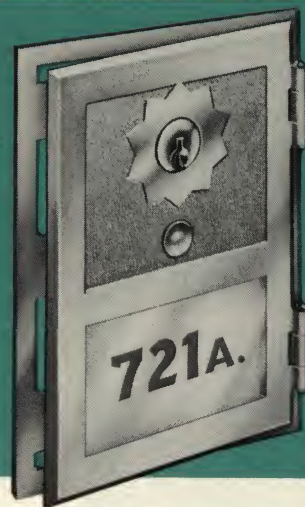
Cutler has aided thousands of architects, colleges, business firms and institutions to plan and equip their mail departments, and is in a position to work closely with architects and contractors. Cutler's sales and engineering staff is at your service to bring you the benefits of their wide experience in planning mail and communication systems of all types.





# Cutler LETTER BOXES—key or combination lock types

bronze ARCHITECTURAL model



*This widely used model is available to harmonize with interiors requiring a U.S. 10 statuary bronze finish. The Architectural model is also furnished in U.S. 26D dull chrome plate. Model 701A is equipped with a three-tumbler combination lock. Key-type locks are also available, and may be keyed alike or master keyed with equipment supplied by Schlage Lock Co. and other leading lock manufacturers.*

## Typical Specifications—ARCHITECTURAL Model

Furnish \_\_\_\_\_ (quantity) CUTLER Architectural model letter boxes, catalog number \_\_\_\_\_. To be finished in \_\_\_\_\_ (U.S. 10 statuary bronze or U.S. 26D dull chrome.)

The solid metal doors and frames to be made of best cast

bronze. Frame and all raised surfaces to be finely polished. A glass panel, held in place with brass spring brackets, to be provided in lower part of door. Each door to be supplied with a designated number (red and yellow decals) or a brass name card holder, if desired.

Doors and frames to be nested on cases of \_\_\_\_\_ (22 gauge furniture steel or 1" solid oak with white wood divisions) with 14" depth. Finish of cases is to harmonize with adjacent building interior. A name card holder and card shall be provided on the back of each opening.

The above to be manufactured by the Cutler Mail Chute Company, Rochester, New York.

CATALOG NUMBER		OUTSIDE DIMENSIONS		INSIDE DIMENSIONS			TO FIGURE TOTAL SPACE REQUIRED
Combination Lock	Key Lock	Height	Width	Height	Width	Depth	
#701A	#721A	5"	3 $\frac{2}{3}$ "	4 $\frac{1}{2}$ "	3 $\frac{3}{16}$ "	14"	<b>HEIGHT OVERALL:</b> Multiply number of vertical units by outside dimension height. Add 1 $\frac{1}{2}$ ".  <b>WIDTH OVERALL:</b> Multiply number of horizontal units by outside dimension width. Add 1 $\frac{1}{2}$ ".
#702A	#722A	6 $\frac{1}{4}$ "	5 $\frac{1}{2}$ "	5 $\frac{3}{4}$ "	5"	14"	
#703A	#723A	6 $\frac{1}{4}$ "	11"	5 $\frac{3}{4}$ "	10 $\frac{1}{2}$ "	14"	
	#724	12 $\frac{1}{2}$ "	11"	12"	10 $\frac{1}{2}$ "	14"	

Catalog Number

701A ▶

702A ▶

703A ▶

724 ▶



lock-type letter boxes are available in four compatible sizes

The aluminum FUTURA model and the ARCHITECTURAL model are manufactured in four compatible sizes that can be nested in any combination and arranged to meet your job requirements and space availability. This assures maximum efficiency for any installation, regardless of specific requirements or space limitations.





# aluminum FUTURA model



The ultimate in plain design with concealed hinge treatment. Satin smooth finish by Master craftsmen. Equipped with combination locking mechanism with over 8,000 possible combinations. Also supplied as standard equipment is a key-type locking mechanism which, if desired, may be keyed alike or master keyed with equipment of leading lock manufacturers. On request, special finishes also available including gold or black anodize.

This model features patented construction that permits simple rearrangement of units by the owner to meet future space requirements.

## Typical Specifications—FUTURA Model

Furnish \_\_\_\_\_ (quantity) CUTLER FUTURA letter

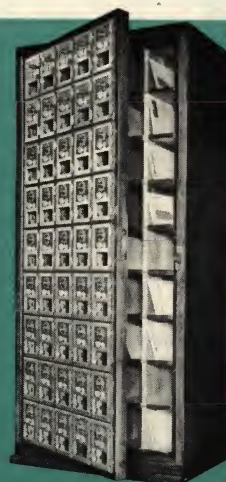
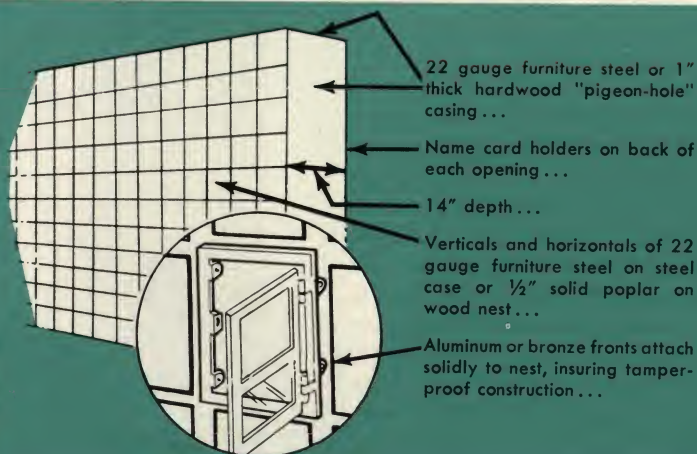
boxes, catalog number \_\_\_\_\_.

Frame and all raised surfaces to be finely polished, satin-finish aluminum. A designated number (in black), applied by the opaque carbolic etching process, is to be provided on plexiglas window on lower portion of each door.

The solid aluminum doors and frames to be nested on cases of 22 gauge furniture steel with 14" depth. Finish of cases is to harmonize with adjacent building interior. A name card holder and card shall be provided on the back of each opening.

The above to be manufactured by the Cutler Mail Chute Company, Rochester, New York.

CATALOG NUMBER		OUTSIDE DIMENSIONS		INSIDE DIMENSIONS			TO FIGURE TOTAL SPACE REQUIRED
Combination Lock	Key Lock	Height	Width	Height	Width	Depth	
# 801	# 821	5½"	4"	5"	3⅞"	14"	<b>WIDTH OVERALL:</b> The overall width of each group of boxes should be limited to multiples of 12" for most economical installation. Each 12" will accommodate three # 801, 821 boxes; two # 802, 822 boxes; or one # 803, 823 box.  <b>HEIGHT OVERALL:</b> Multiply number of vertical units by 5½" and add ¼".
# 802	# 822	5½"	6"	5"	5⅞"	14"	
# 803	# 823	5½"	12"	5"	11¼"	14"	
	# 824	11"	12"	10½"	11¼"	14"	



New Master Door Front provides access to all letter boxes of installations where boxes are accessible from only one side.



# MAIL CHUTES

## CLASSIC model

### CUTLER Mail Chutes

*CUTLER Mail Chutes* are unmatched in quality, design and appearance. Only Cutler equipment has heavy-duty construction with features designed to outlast building life expectancy. This is doubly important in that modern installation methods demand the mounting of this equipment within the actual building wall structure. An additional feature of Cutler chutes, available only from Cutler, permits the use of continuous chute sides to eliminate all narrow passages and the problem of mail stoppages.

*The Cutler MODERNE Model* (at right, page 7) is designed to conform to modern architectural composition, and to provide an economical, packaged installation. Construction is similar to the Classic Model described below, and the Moderne presents a plain, neat appearance with flush panel moldings, bases and ceiling members. This mail chute is arranged as a complete unit for each floor, and factory shipments include complete materials for each story.

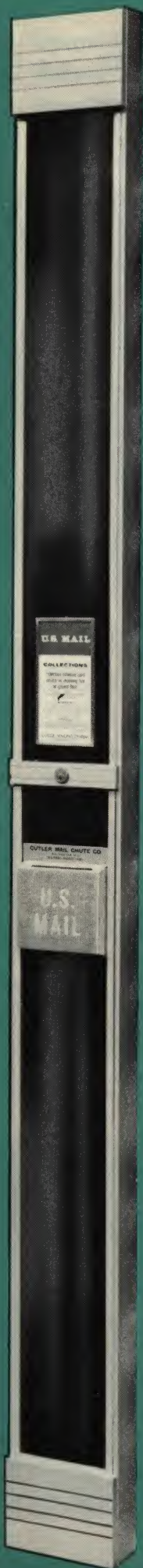
*The Cutler CLASSIC Model* (at left) has been tested and proved in many types of buildings for many years. It is furnished with finely finished castings, with or without horizontal lines. Floor connections in each story are removable as are back pieces, with anchors and fastenings underneath. There are no lateral projections from the sides. Available in bronze, nickel bronze and stainless steel.

### Suggested Specification for the CLASSIC Model

Provide all labor and material to furnish and erect  
..... (quantity) Cutler CLASSIC Model Mail  
Chutes to serve ..... stories with glass moulding  
No. .... and ..... (quantity) Mail Boxes in  
design. .... (catalog number) in the location  
indicated on the drawing, installed complete  
except for rough floor openings, general cutting,  
patching and repairing of plaster.

The continuous vertical sides of the chute to be extruded aluminum .105" thick, in satin finish clear anodized or enamel color (supplementary covers in bronze, nickel bronze or stainless steel) extending from the top of the box to 4'7½" above the floor in the top story. Mail chute to have removable glass panels, floor connections and backs with bases, lock bands and ceiling collars in heavy cast metal, mailing pocket, lock and penalty card frame in each story, all in accordance with the rules and regulations of the Post Office Department governing construction, installation, guarantee and bonds.

All of the above including installation to be furnished by the Cutler Mail Chute Company, Rochester, New York.





**twin chutes**

**MODERNE** model

## **Suggested Specification for the MODERNE Model**

Provide all labor and material to furnish and erect .....(quantity) Cutler MODERNE Model Mail Chutes to serve.....stories with glass moulding No.....and.....(quantity) Mail Boxes in design.....(catalog number) in the location indicated on the drawing, installed complete except for rough floor openings, general cutting, patching and repairing of plaster.

The continuous vertical sides of the chute to be extruded aluminum .105" thick, in satin finish clear anodized or enamel color (supplementary covers in bronze, nickel bronze or stainless steel) extending from the top of the box to 4'7½" above the floor in the top story. Mail chute to have removable glass panels, floor connections and backs with bases, lock bands and ceiling collars in heavy plate metal, at least ¾" thick, mailing pocket, lock and penalty card frame in each story, all in accordance with the rules and regulations of the Post Office Department governing construction, installation, guarantee and bonds.

All of the above including installation to be furnished by the Cutler Mail Chute Company, Rochester, New York.

Note: For installation of the MODERNE Model, general contractor must be prepared to permit CUTLER personnel to erect the complete installation on one visit to job site.

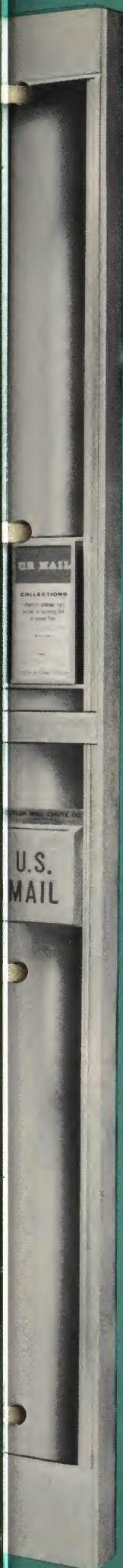
## **twin chute equipment**

Two or more chutes should be provided for buildings of large area or of fifteen stories or more in height. While chutes may be in separate locations or close together, twin chutes side by side (see left) present several important advantages:

- By closing the openings in each chute on alternating stories, the mail is divided and the possibility of congestion is avoided.
- One chute may be cleaned or repaired while the other remains in service. Mail service thus continues uninterrupted.
- Both chutes can discharge into one large box.
- Establish one central location for mail.

Twin chutes have been installed in buildings with less than ten stories to provide separate handling for air mail and regular mail. Buildings of large area and height having more than one entrance should have twin chute equipment at each bank of elevators.

**CUTLER MAIL CHUTE COMPANY**



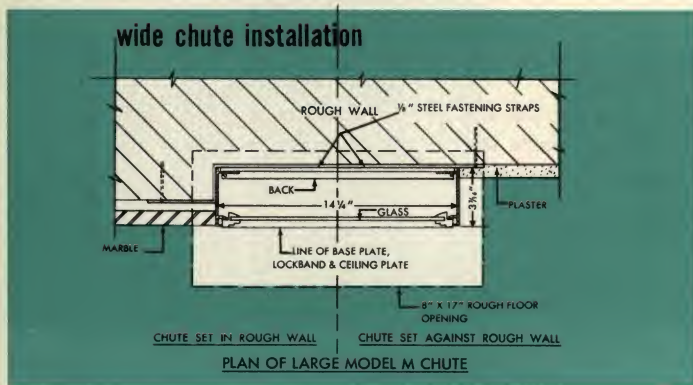


# CUTLER MAIL CHUTES for special requirements

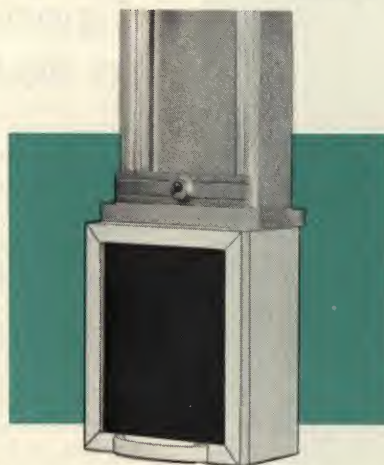
## wide chutes



Wide chutes, available exclusively from Cutler, are designed to accommodate up to 8" x 10" mailing envelopes, or where exceptionally heavy volume of mail is anticipated by the owner or architect. These chutes are usually installed where extra size envelopes are in constant use, such as governmental, commercial or industrial buildings. Where desired, mail collection boxes to be attached to the receiving end are furnished as standard equipment in the desired style.



## communication chutes



### for hospitals and similar service buildings

Cutler communication chutes, are a low cost, efficient system for handling mail and communications. These chutes provide direct, fast communication from upper floors to kitchen, linen supply or pharmacy. There are no moving parts, no maintenance costs.

## communication drop pockets



For use to kitchen  
—for menu, special  
diet or other mes-  
sages.



For use to pharmacy  
—for prescriptions,  
instruments or other  
messages.



For use to records  
—for quick, effi-  
cient handling of  
all types of com-  
munications.

## leasing of cutler chutes

When initial cost is a factor in the purchase of equipment, Cutler offers mail chute equipment under a lease contract. These contracts run for 15 years at a monthly rental payable quarterly.

Under a leasing arrangement, mail chutes are installed flush to the wall with backing furnished by Cutler or the building owner. Sleeves or thimbles must be installed to extend through floor thickness for the chute

which is fastened to the backing. There is a nominal charge for preparing the building.

A Cutler leasing arrangement has these advantages:

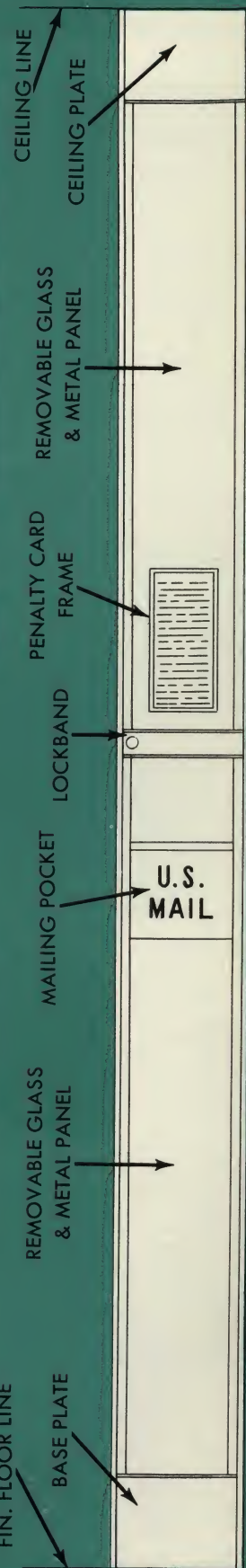
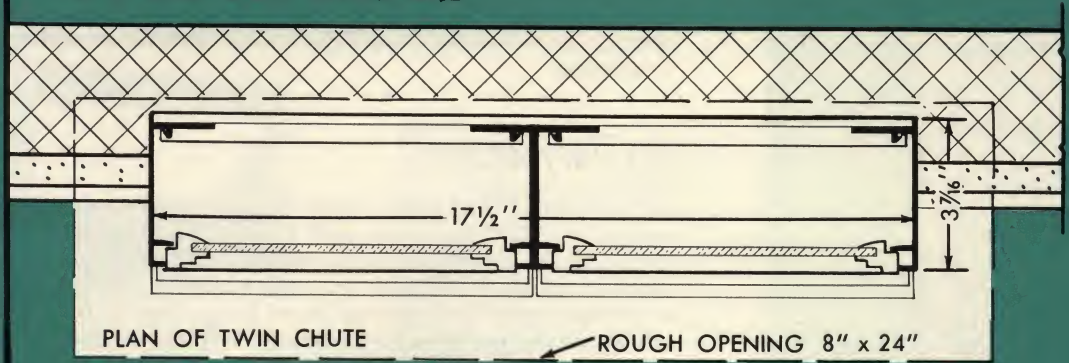
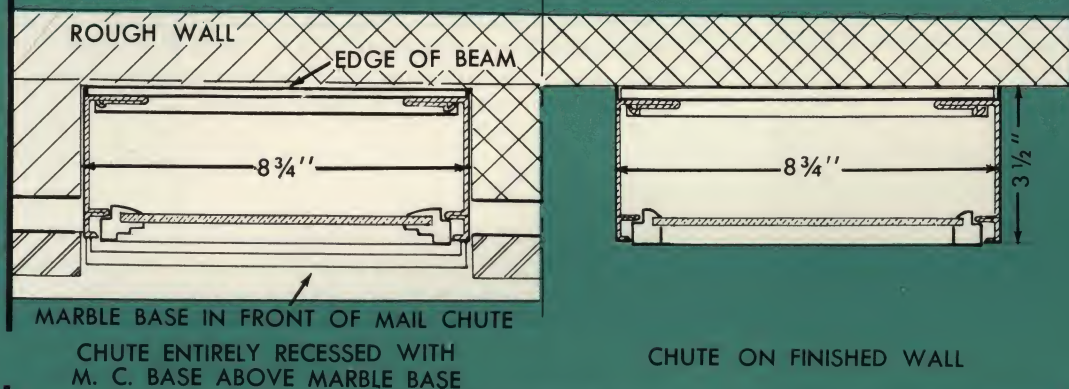
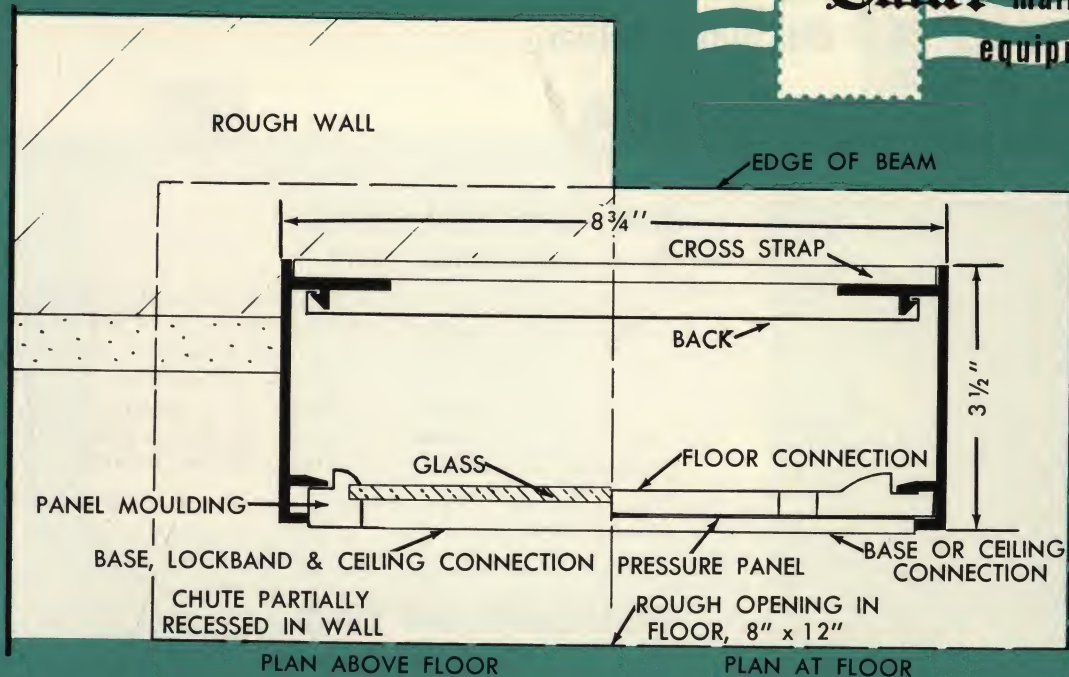
- small down payment
- rental charges can be carried as operational expense and thus deducted from annual income
- all service and maintenance are performed by Cutler



# mail chute installation details

**Cutler** mail handling  
equipment

23b  
Cu



## stock design glass mouldings



CATALOG NO. 448



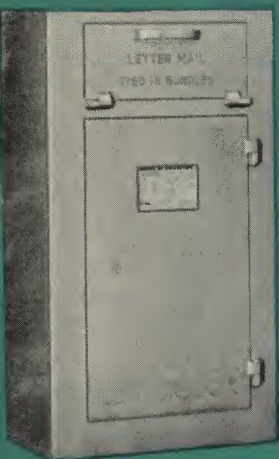
CATALOG NO. 558

CUTLER MAIL CHUTE COMPANY

MARBLE, PLASTER, ETC. TO FINISH AGAINST SIDES



# MAIL BOXES—primary and auxiliary units



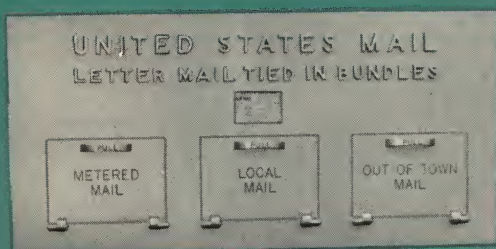
DESIGN NO. 5029A  
36" H. x 20" W. x 12" D.



DESIGN NO. 5029  
36" x 20" x 10"



DESIGN NO. 6025  
39" x 50" x 12"



DESIGN NO. 6248  
26" x 56"

## mail (collection) boxes

for use with or without chutes

Cutler has furnished mail boxes from thousands of different designs to meet many varying conditions, and is well prepared to execute special work from architect's drawings. The facilities of the designing and engineering staff are always at the disposal of architects. It is possible to illustrate only a very few designs but the staff is always glad to submit photographs or to prepare special drawings.

The boxes shown are among those in general use at the present time.

## construction and finish

These boxes are made of heavy sheet metal and plates with incised or applied letters, and in strict accordance with Post Office Department rules. The high standards of quality and workmanship at Cutler are maintained in all boxes, no matter what the size or cost. Boxes may be made with exposed portions of aluminum, bronze, nickel bronze, stainless steel or steel in baked enamel. With stainless steel exterior, any applied ornament is of nickel bronze.

## capacity

The capacity required for the mail box depends not only on the area but on the character of occupancy of the building and frequency of collections. The capacity of the box is, in every case, subject to the approval of the Postmaster. In general, a box 36" x 20" x 10" is adequate for an office building of average area up to 10 stories in height. Box capacity may be increased by adding a recessed extension. In case of doubt, Cutler's engineering department should be consulted in advance.

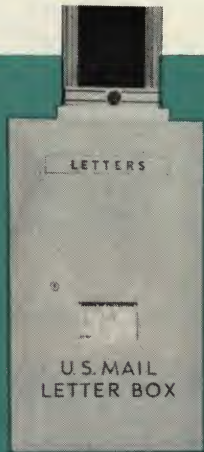
## auxiliary boxes

Boxes illustrated on these pages with the suffix A after box number are auxiliary units, and, by postal regulation, cannot be attached to the receiving end of a chute. These boxes supplement the mail chute receiving box, and are designed to accommodate large quantities of letters tied in bundles and envelopes too large for the chute. Without an auxiliary box such mail may be left on the floor or on top of the mail chute box. This involves the risk of loss and is untidy in appearance. These boxes are furnished in designs similar to most of the Cutler standard boxes and, if desired, may be combined with the mail chute box to form a single unit.

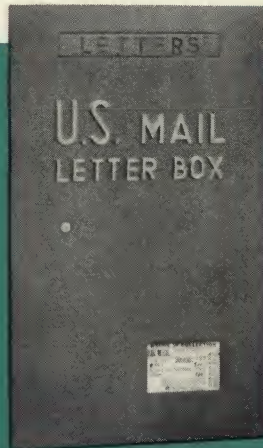
## mail separation boxes and chutes

Boxes such as No. 6248 and 6025, illustrated at left, facilitate and expedite the dispatch of U.S. Mail. Mail separation chutes are a logical extension of this idea and separate chutes for air mail and regular mail are recommended. Further information will be gladly furnished on request.





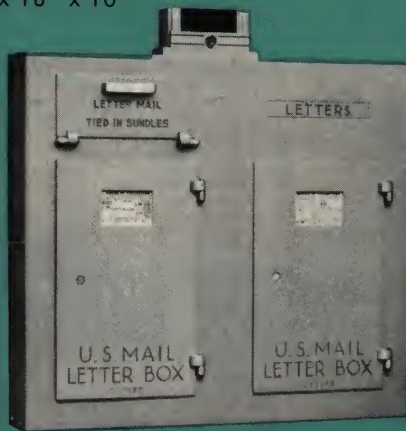
DESIGN NO. 5384  
30" x 18" x 10"



DESIGN NO. 5628  
30" x 18" x 10"



DESIGN NO. 5780  
30" x 18" x 10"



DESIGN NO. 5710  
36" x 40" x 12"



DESIGN NO. 6808  
30" x 46" x 10"

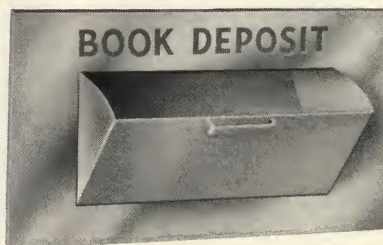
## AUXILIARY MAIL HANDLING EQUIPMENT

designed for heavy use in public buildings



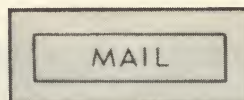
BULK  
MAIL  
SLOT

DESIGN NO. FX-10  
7" x 10 1/2"  
Mailing opening 5" x 9"



BOOK DROP  
DESIGN NO. 6908  
22" x 22"  
Mailing opening 18" x 18"

LETTER  
SLOT



DESIGN NO. 6275  
6" x 15"  
Mailing opening 3" x 12"

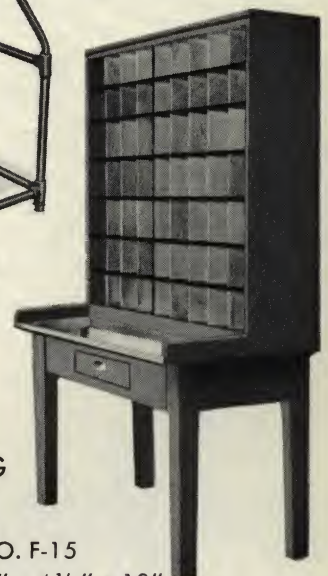


LETTER  
SLOT

DESIGN NO. FX-9  
3" x 10 1/2"  
Mailing opening 1" x 9"

## MAIL BAG RACK

DESIGN NO. F-33  
36" High Top 14" x 14"  
Bottom 20" x 20"



## MAIL SORTING TABLE

DESIGN NO. F-15  
Size of openings 5" x 4 1/2" x 10"



## CUTLER Sales Offices and Representatives

### General Office

76 Anderson Avenue—Rochester 7, New York  
Phone: Greenfield 3-8775

### Branch Office

Architects Building  
101 Park Avenue—New York City 17, N. Y.  
Phone: Murray Hill 3-5040

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Richmond

### WEST VIRGINIA

Roanoke

### CANADA HAWAII MALAYA PUERTO RICO SOUTH-CENTRAL AMERICA

Montreal  
Honolulu  
Singapore  
San Juan

C. S. Caldwell, 724 Stallings Bldg.  
Burton Bros. Inc., 904 Government St.  
Fryer-Knowles Inc., Post Rd.  
Baker, Thomas Co., 300 S. 12th St.  
Hartenstein Elevator Co., 1020 Rock St.  
Montgomery Hardware Co., 3170 West Olympic Blvd.  
Price Building Specialties, Inc., 2652 Harrison St.  
The George P. Heinz Co., 1645 Ivanhoe St.  
Bruce Lee, 8116 Flower Ave., Takoma Park, Md.  
Builders Products Co., 221 East Eighth St.  
O. D. Brinson, 2872 N.W. 34th St.  
Leonard Frank, P. O. Box 318, Lockhart  
T. E. Jacobson, P. O. Box 8006  
L. E. Murray, Northside Station, P. O. Box 11975  
Kaufman and Bradt, Inc., 2100 Builders Building  
Ornamental Metal Works Co., 420 S. Franklin St.  
General Supply & Tool Co., 1011 N. Pennsylvania Ave.  
Deco Engineering Products, 1112 Locust St.  
The Haakinson & Beatty Co., First & Nebraska Sts.  
Chester L. Anderson Co., 700 South Emporia  
The Equipment Specialties Co., 726 S. Jackson St.  
J. T. Mann and Co., 800 Audubon Bldg.  
Harold Lipper Co., 301 Spring St.  
Rollins-Dunham Co., 29 Front St.  
Bruce Lee, 8116 Flower Ave., Takoma Park, Md.  
Wills and Hill, 99 Bedford St.  
Saunders and Co., 18263 W. McNichols Rd.  
John V. Lynch and Co., 129 E. Victoria St.  
Corning-Danahue, Inc., 1258 Bahn Ave.  
Thrasher Co., 2689 Livingston Rd.  
Ryan and Pigeon, 2826 Main St.  
H. C. Morrissey Co., 4931 Lindell Blvd.  
Archie W. Adams, P. O. Box 186  
Perter Trustin Co., 2300 Blk. N. 18th St.  
Builders Specialty Service, P. O. Box 2098  
Trapp Engineering Co., 295 Auburn Ave.  
Bronstein-Root Co., Inc., 101 Park Ave.  
Afco Specialties Inc., P. O. Box 273  
Edwin C. Boyette and Son, Inc., 216 E. Morehead St.  
The Institutional Equipment Co., 5701 Detroit Ave.  
Durbrow-Ofte Associates, Inc., 1426 Clay St.  
K-M-S Building Products Co., 203 W. 3rd Ave.  
Vicon Supply Co., 3910 Secor Rd.  
Bissell Builders Supply Co., 3011 Paseo  
Bissell Builders Supply Co., P. O. Box 1665  
Mercer Steel Co., Inc., 2636 N. W. 26th Ave.  
Harry Mason Co., P. O. Box 852  
F. J. Wilson Co., 942 Western Saving Fund Bldg.  
Emerson Randolph, P. O. Box 6332  
The Currin Co., Inc., 1208 Carter St.  
Crawford Sales Co., 1810 Broad St.  
L. B. Shifflett Co., 710 West Ave.  
R. M. Sedwick Co., 230 Merchantile Continental Bldg.  
Neff-Buckner-Holt, Inc., 600 W. Paisano Drive  
James M. Pryor Co., 718 M & M Bldg.  
Lampron & Larson Co., 413 Almos Drive, W.  
Big State Building Materials, Inc., P. O. Box 1182  
Williams Equipment & Control Co., 204 Dooly Bldg.  
Hall-Hodges Co., Inc., 1344 Ballentine Blvd.  
John H. Bagley, 1112 E. Cary St.  
Cates Building Specialties, Inc., P. O. Box 2489  
Fryer-Knowles, Inc., 6202 Roosevelt Way  
Fryer-Ford Company, Peyton Bldg.  
Fireproof Products Co., 422 Professional Bldg.  
Robert Mitchell Co., Ltd., 350 Decarie Blvd.  
Honolulu Iron Works Co., 165 Broadway, N.Y.C.  
Hecla, 49 Scotts Road  
Julio T. Rodriguez, P. O. Box 1325

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